



## *Human Resources Newsletter*

*January 2007*

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### Director's Notes

IMCOM-Europe is getting closer to the implementation date of NSPS. Jointly with IMCOM, the Army in Europe Theater Transition Manager is conducting town halls across the theater in order to prepare Army in Europe employees for this new system. IMCOM-EURO NSPS transition managers have attended all town halls in order to field IMCOM-Europe specific questions. The Civilian Human Resource Agency has shouldered the most enormous task of providing all employees and supervisors mandatory NSPS training. A large number of IMCOM-Europe employees and managers have completed NSPS 101, NSPS HR ELEM / PERF MGT for employees and supervisors. These training opportunities are an excellent tool to prepare for, understand and effectively use the new management system and processes. But - we are not quite there yet. Many employees and supervisors still need to take the training, and time is running fast!

NSPS will fundamentally change the way of how we evaluate and compensate performance. Because NSPS will link employee compensation directly to their performance towards meeting mission goals, it is essential that performance objectives are established very carefully, in close coordination between employees and supervisors, and following an approach that is totally different from the legacy TAPES system. This may seem like an enormous task, but if we understand the link between performance expectations, conduct, organization mission and goals we will be able to develop these objectives and be able to identify associated contributing factors.

For the development and implementation of the objectives that meet the stated requirements and are consistent across the board, we are currently planning IMCOM-Europe's approach to this task. You will see further information forthcoming shortly. This will be a challenging undertaking, looking at the milestone of 15 March 2007 for the objectives to be in place. But with all parties clearly understanding organization mission and goals and how to tie the performance objectives to them, this will be a very manageable task for all concerned.

In keeping with one of the most important tenets of NSPS I strongly encourage you to **communicate** NSPS benefits, goals, objectives, and requirements to your superiors, peers, and subordinates. Stay informed on the latest NSPS information by regularly checking the Army and DOD NSPS websites and encourage your peers and subordinates to prepare for the transition and encourage them to take responsibility for learning more about NSPS.



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### Army Continuing Education Systems (ACES)

#### 1. ACES Virtual Counseling System

A myriad of approval, connectivity and technical issues regarding the ACES Virtual Counseling System have been resolved. A series of tests and final "connections" will be made between the brains of the system and the supported Army Education Center/Army Learning Center sites. This system, through the power of video telephony, will enable Soldiers at one location, no longer staffed with a guidance counselor, to have "virtual" live face-to-face counseling sessions with ACES counselors who are assigned to other geographic locations hundreds of miles away. The current projected start date for the system to be fully up and running is 12 FEB 07.

#### 2. ESO/SSCOR Conference

Education Services Officers and Education Services Specialists will be participating in the Education Services Officers and Site Specific Contracting Officer's Representative Conference at Garmisch, Germany from 5 to 9 February 2007. Education Services personnel from all three Services, along with provider institution personnel and representatives from Wiesbaden Contracting Office will participate. Topics specific to each of the Services' education programs will be discussed, along with a variety

of joint training on such things as contracting issues, Defense Activity for Non-Traditional Education Support,

Equal Employment Opportunity, long range planning and Lean Six Sigma.



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### **Administrative Services**

#### **1. Mail Operations**

In October 2006, we decided to align the community mailrooms (CMRs) under the Administrative Services Branch. This decision was a strategic move to enable Chiefs of Administrative Services Branches to leverage the resources (for example, personnel, equipment, vehicles) of the official mail distribution centers (OMDCs) and CMRs together to create efficiencies through process improvement and cross-utilization of resources. One step the Chiefs can take to reap the benefits of this realignment is to train all mail clerks to the same level of proficiency in both mailroom operations so that they can be cross utilized. Here at the region, we are developing a training curriculum and ways to facilitate standardized training. In the meantime, I encourage you (Chiefs) to analyze your mailroom resources and processes and identify redundancies, shortages, and overages and seize the opportunity to make changes within regulatory guidelines that will improve your mailroom operations.



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### Administrative Services (continued)

#### 2. Records Management Structure

With the ongoing downsizing and reorganization of the Army in Europe, records management is at the forefront of Army readiness. It is important to maintain and process Army records efficiently and accurately. The Army

Records Information Management System ((ARIMS), AR 25-400-2) is the Army's program for document tracking and preservation. There are five levels of accounts in ARIMS:

- Records Administrator (RA) serves at the MACOM level and oversees command-wide records management program responsibilities. The IMCOM RA can be reached at DSN 370-3920.
- Records Holding Area Manager (RHAM) manages and directs the operations of the records holding area facility. The Army in Europe Records Holding Area (AERHA) is managed by IMCOM-Europe and is located in Bensheim, Germany. The contact number is DSN 381-7954.
- Records Managers (RMs) serve at the garrison, or installation, staff level. RMs are located in each direct reporting United States Army garrison (USAG) and provide guidance to records coordinators.
- Records Coordinators (RC) are designated for one or more units or offices. RCs support action offices in their organization.
- Action Officers (AO) work at the unit or office level. Every Army employee (soldier, civilian, local national) who creates records on behalf of the Army must use ARIMS to manage records they create.

For more information call DSN 370-3920.



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### **Administrative Services (continued)**

#### **3. Guide to Recordkeeping**

The new DA Pamphlet 25-403, Guide to Recordkeeping in the Army, was published on 20 December 2006. The pamphlet provides operational procedures and guidelines for recordkeeping within the Army. It is available online at: [http://www.apd.army.mil/pdffiles/p25\\_03.pdf](http://www.apd.army.mil/pdffiles/p25_03.pdf). DA Pam 25-403 is to be used in conjunction with AR 25-400-2. For more information call DSN 370-3920.

#### **4. FOIA/PA**

There is helpful information about the Freedom of Information Act (FOIA)/Privacy Act (PA) available online at <https://aepubs.army.mil/foia/Default.htm>. The "FAQ" section contains information and guidance on how to submit a FOIA/PA request for documents. Online requests can be submitted from the "Submit Request" section. For more information call DSN 370-3920.

#### **5. Pitney Bowes Mail Meter Head Turn-In**

Please send us a copy of the documents indicating that your turn-in is complete before February 4, 2007. For more information call 370-3411.



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### **Administrative Services (continued)**

#### **6. Mail Meter Base System Turn-In**

All old mail metering base systems will be turned-in to the local installation property book office. If you were issued the equipment from us, please contact Mr. Alfred for further instructions. For more information call DSN 370-3411.

#### **7. Expenditure Reports**

In the future Quarterly Expenditure Reports must be submitted on an AE Form 25-51A-R. Official mail managers must submit this report to the applicable garrison official mail manager. Excel spreadsheets will no longer be accepted. However, Foreign Meter Postage Reports will still be accepted in the excel format. For more information call DSN 370-3411.



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### **Army Substance Abuse Program**

#### **1. Testing Designated Position (TDP) Random Urinalysis Testing**

Testing Designated Position (TDP) Random Urinalysis Testing rates have increased from 75% to 100% of the testing pool ending FY 2006. ADCOs are aware of this change, however, due to the memorandum not being signed until late November 2006, the increase in testing did not go into effect until 01 January 2007.

#### **2. Pre-JCAHO/ADCO SAVs**

The IMCOM ADCO team has commenced conducting the second round of the Pre-JCAHO/ADCO SAVs.

Memorandums are being sent to the DHR identifying dates of the visit and ADCOs are being sent a check list as to what is needed to complete the SAVs. Full reports will be made available 30 days after the SAV.



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### **Civilian Personnel**

#### **1. New Personnel**

We are welcoming Ms. Ilona Hackel, the newest addition to the Human Resources Division. Ms. Hackel

comes to us from the CPOC RIF Team where she performed the duties as the RIF Team Chief. She brings along

27 years of experience with the United States Army in Europe. She will be the POC for any questions/concerns

on LN employment. She can be reached at email: [ilona.hackel@imcom-europe.army.mil](mailto:ilona.hackel@imcom-europe.army.mil),  
DSN: 370-3209,

Civ: 06221-57-3209.

#### **2. CPM/CFM Coordination**

In accordance with paragraph 4c, IMCOM Policy Letter #33, Recruitment and Selection Policy, DHRs are

reminded that Career Program selections (GS-13 and above) need to be coordinated with the appropriate Career

Program Manager.



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### **Military Personnel**

#### **1. Automated Processing of OER/NCOERs**

Though current Army policy doesn't require use of "My Forms" for processing OER/NCOERs, it will in the near future. For the purpose of getting proficient in using "My Forms," the Region Director wants everyone involved in the rating process to begin using the system. There are multiple advantages to the system, not the least of which is elimination of paper. Evaluation reports that come to IMCOM-Europe on 1 February 2007 or later, must be in electronic form. That requirement will come earlier if the "send to HQDA" feature is activated before that date. Please see the linked MILPER message on the subject. The website identified in paragraph 8 has useful training information.



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# *Visit the IMCOM-EURO DHRs...*

**USAG Bamberg** <http://www.bamberg.army.mil/sites/directories/DHR.asp>

**USAG Baumholder**

<http://www.baumholder.army.mil/sites/directories/default.asp>

**USAG Benelux**

<http://www.usagbenelux.eur.army.mil/sites/directories/human.asp>

**USAG Brussels**

<http://www.usagbrussels.eur.army.mil/sites/directories/human.asp>

**USAG Darmstadt** <http://www.darmstadt.army.mil/sites/directories/human.asp>

**USAG Garmisch** <http://www.stuttgart.army.mil/sites/directories/adjutant.asp>

**USAG Grafenwoehr**

<http://www.grafenwoehr.army.mil/sites/directories/human.asp>

**USAG Hohenfels** <http://www.grafenwoehr.army.mil/sites/directories/human.asp>

**USAG Kaiserslautern**

[http://www.kaiserslautern.army.mil/sites/directories/dhr\\_default.asp](http://www.kaiserslautern.army.mil/sites/directories/dhr_default.asp)

**USAG Stuttgart** <http://www.stuttgart.army.mil/sites/directories/adjutant.asp>

**USAG Wiesbaden**

<http://www.wiesbaden.army.mil/sites/directories/human.asp>